

25X1

T/II/M-17  
10 June 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

Minutes of the Seventeenth Meeting, 4 June 1965

Members of Their Representatives Present

25X1 CIA - [ ] Chairman  
NSA - [ ]  
STATE - Mr. Robert F. Whipp  
ARMY - Mr. Robert Baxter  
25X1 AIR FORCE - Lt. Col. Robert R. McAnaw  
CSS - [ ]

Others Present

None

1. Members reported hours spent in support of task team matters outside of meetings for the month of May. Minutes of the previous meeting were approved.

25X1 2. Copies of draft section 1, Existing Agency Local Control Systems, prepared by [ ] were distributed and reviewed. [ ] was requested to prepare introductory remarks and make certain revisions to the tables for consideration at the 16 June meeting. 25X1

25X1 3. Contributions to Section 2, Need for Item Control, were received from Messrs. Baxter, [ ] Whipp and Lt. Col. McAnaw and reviewed by the Team. Lt. Col. McAnaw was requested to prepare a draft consolidating these contributions and results of the discussion for consideration at the 16 June meeting.

4. Section 3, Item Control Concept, Identification and Description, was discussed by the Team. It was decided that [ ] should undertake drafting this section. A due date of 25 June was assigned. 25X1

C-O-N-F-I-D-E-N-T-I-A-L

Group I  
Excluded from automatic  
downgrading and  
declassification.

-2-

25X1 5. A draft of Section 4, Elements, was distributed by [ ] and discussed by the Team. [ ] was requested to prepare a second draft incorporating recommended changes and adding a paragraph on the need for a unique identifying number as a required element. Due date, 16 June 1965. 25X1

6. Section 5, Initial Categorization Scheme, was distributed in draft form and reviewed by the Team. [ ] was requested to develop a notation scheme for the categories. Due date, 16 June 1965. 25X1

25X1 7. Section 6, Item Level Discussion, was distributed in draft form and discussed. [ ] was requested to incorporate recommended changes in a new draft due 16 June 1965.

25X1 8. Tentative Sample of Item List was distributed in draft form and discussed. Recommended changes will be incorporated in a new draft by [ ] due 16 June 1965.

25X1 9. Contributions to Section 8, Scope of Application, were received from [ ] Lt. Col. McAnaw recommended we follow previously agreed upon inclusions and exclusions. Preparation of a new draft incorporating recommendations made during Team discussions was assigned to Mr. Baxter. Due date is 16 June 1965.

25X1 10. Section 9, Services to be provided by an Item Register. Contributions were prepared and distributed by Messrs. Baxter, Whipp, [ ] and Lt. Col. McAnaw. A new draft consolidating the thoughts in these papers as well as Team discussion thereof will be prepared by Lt. Col. McAnaw for further consideration at the 16 June meeting.

11. A special meeting will be held 11 June to take up contributions of Team members for Section 10, System Characteristics; Section 11, Implementation Alternatives; Section 12, Discussion of Alternatives to an Item Register; and Section 13, Recommendations.

12. The next (special) meeting will be held in [ ] office at CIA Headquarters on 11 June commencing at 0900 hours. 25X1

[ ]  
Secretary 25X1

C-O-N-F-I-D-E-N-T-I-A-L